

**CARREN GALVEZ MENDEZ**

204 Tres Martirez St. Baybay City, Leyte  
carr3nm3nd3z@gmail.com  
Contact Number: +639359469129



**PERSONAL INFORMATION**

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BIRTHDATE : February 18, 1994  
BIRTHPLACE : Baybay City, Leyte  
CITIZENSHIP : Filipino  
CIVIL STATUS : Single  
RELIGION : Roman Catholic  
HEIGHT : 5’3  
WEIGHT : 59 kls  
FATHER’S NAME : Carlos E. Mendez  
MOTHER’S NAME : Elena G. Mendez ✝

**EDUCATIONAL BACKGROUND**

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POST GRADUATE :Visayas State University  
Master in Management  
Major in Agribusiness (2017-2019)  
  
COLLEGE :Visayas State University  
Bachelor of Science in Agribusiness (2010-2015)  
  
SECONDARY : Franciscan College of Immaculate Conception (FCIC)  
Baybay City, Leyte (2006-2010)  
  
ELEMENTARY : Baybay South Central Elementary School  
Baybay City, Leyte (2000-2006)

## **WORK EXPERIENCE/ EXPOSURE/ INTERNSHIPS**

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### **PART-TIME CASHIER**

- **Carlyn's Store**  
Baybay City, Leyte  
March 2006- Present

### **On the JOB TRAINING**

- **D'RBG Marine Ex-Import Inc.**  
Don Sergio Suico St., Riverside, Canduman, Mandaue City, Cebu  
May 05, 2014 - June 17, 2014

### **CUSTOMER SERVICE REPRESENTATIVE**

- **Convergys**  
Convergys I1 Bldng, **I.T. Park**, Cebu City, Cebu City, Philippine  
September 01, 2015 – January 29, 2016

### **AACCUP Staff**

- Department of Agricultural Engineering  
Visayas State University Baybay City, Leyte  
October 03, 2016 – October 21, 2016

### **CLERK & CASH CLERK**

- Visayas State University Credit Cooperative (VSUCC)  
Visayas State University Baybay City, Leyte  
October 24, 2016 – December 06, 2022

### **ADMINISTRATIVE AIDE III**

- Cashiering Office  
Visayas State University Baybay City, Leyte  
September 1, 2023- Present

SEMINAR/ TRAINING ATTENDED

Basic Weapon Disarming Webinar	4/26/2025	4/26/2025	THE FENCE SHIELDING TRAINING SERVICES
Data Privacy Awareness For Security Personnel Webinar	4/12/2025	4/12/2025	EXPLOSIVE ORDINANCE RECONNAISSANCE AGENT ASSOCIATION OF THE PHILIPPINES INC (EORAAPI)
General Virtual Assistant Training	4/4/2025	4/7/2025	FREELANCE ACADEMY
Basic Self-Defense Fundamentals	3/29/2025	3/29/2025	THE FENCE SHIELDING TRAINING SERVICES
Understanding Terrorism : Exploring Global and Local Perspective Webinar	3/29/2025	3/29/2025	EXPLOSIVE ORDINANCE RECONNAISSANCE AGENT ASSOCIATION OF THE PHILIPPINES INC (EORAAPI)
Basic Fire Safety Awareness Training ( Online Training)	3/22/2025	3/22/2025	TRAINOVATE
Emergency Management: Awareness on Incident Command System Webinar	3/15/2025	3/15/2025	EXPLOSIVE ORDINANCE RECONNAISSANCE AGENT ASSOCIATION OF THE PHILIPPINES INC (EORAAPI)
Orientation on Financial Management Transaction in VSU	3/13/2025	3/13/2025	VSU
Workshop on Process Harmonization for Financial Management System (FMS)	10/3/2024	10/7/2024	VSU
Basic Life Support Training	3/12/2024	3/14/2024	VSU
Snake Bite and Marine Aquatic Envenomation Seminar Workshop	2/28/2024	2/28/2024	VSU
Go Digital with #StriveCommunity: Advanced Bookkeeping -Learn Business Recording with Peddlr Institute and Bayan Academy	12/9/2023	12/9/2023	PEDLLR & BAYAN ACADEMY
Go Digital with #StriveCommunity: Basic Bookkeeping -Learn Business Recording with Peddlr Institute and Bayan Academy	12/9/2023	12/9/2023	PEDLLR & BAYAN ACADEMY
Animal Production (Ruminants) NCII	1/7/2023	11/8/2023	TESDA
Limited War fighting Competency Training	4/4/2023	4/10/2023	AFP
Environmental Protection Training	4/3/2023	4/3/2023	AFP
Disaster Response and Rescue Operation Training	12/22/2022	12/28/2022	AFP
Probationary Officer Training Course (POTC)	12/13/2022	4/11/2023	AFP

## **SKILLS AND CAPABILITIES**

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- Computer literate (Can manipulate Microsoft Word, Excel, PowerPoint Presentation, Windows Movie maker & Microsoft Photoshop.)
- Oral Communication Skill
- Good in Human Relationship
- Entrepreneurial Skill
- Marketing and Production Skill
- Agricultural Skill
- Financial Skill

## **INTERESTS**

- Sports Related Activities
- Internet Surfing
- Direct Selling
- Online Selling
- Military Related Activities
- Outreach Program Activities

## **REFERENCES**

### ***Professor Arthur IT. Tambong***

Former Head, Department of Agricultural Engineering  
Visayas State University  
Mobile number: 09286763258  
[aitambong@yahoo.com](mailto:aitambong@yahoo.com)

### ***Dr. Nerelito P. Pascual***

VSUCC Manager  
Visayas State University Credit Cooperative  
Mobile number: 09202951702/ Telephone number: 563-7191

### ***Mrs. Queen-Ever Y. Atupan***

Head, Cashiering Office  
Visayas State University  
09955181566